

# EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: <b>T-212</b>	Page: <b>1</b>	of: <b>2</b>
Title: <b>Basic and Advanced Life Support Practical Examinations</b>		
Regulatory Authority: <b>12VAC5-31-1520</b>		
Date of Issue: <b>December 1, 2002</b>	Effective Date: <b>March 1, 2005</b>	

- A. **State Administered Basic and Advanced Life Support Practical Examinations** - All state administered Practical examinations will be conducted in a standardized and consistent manner following guidelines established by the Office.
- B. **Evaluation Forms** - Practical station evaluation forms have been developed and are available for review upon request from the Office. All evaluation forms required for testing are provided by the Office and are available from the Certification Examiner administering the exam.
- C. BLS Consolidated Test Site Manual
- D. Virginia EMT Enhanced Certification Examination Policy Manual
- E. **Pass/Fail Scoring** - Candidates must demonstrate proficiency on all practical stations required for the program level being tested.
  - 1. Grades of UNSATISFACTORY will constitute failure of that station, requiring a retest.
    - a. Grades of UNSATISFACTORY on any critical criteria within a single practical station tested on a PASS/FAIL basis.
    - b. Grades of UNSATISFACTORY on any practical station of an examination that uses numeric scoring will include failure to obtain the minimum required points.
- F. **Practical Retest Policy** - Candidates failing any practical station will have an opportunity to retest the station(s) failed.
- G. Same day BLS retesting will not be offered. Retesting must follow the guidelines of the BLS Consolidated Test Site Manual.
- H. Same day EMT-Enhanced retesting must follow the Virginia EMT Enhanced Certification Examination Policy Manual
- I. Candidates attending a test site on a future date to retest must provide the Certification Examiner with all necessary documents provided by the Office identifying the station(s) of the practical needing to be retested.
- J. If a retest is failed, the Candidate must complete the retest requirements of Section [T-214](#).

- K. In the event a Certification Examiner determines that a technical error may have occurred in the testing of any Candidate and that further testing is necessary to evaluate a Candidate's proficiency on a given station rather than issuing a failure for the station, the Certification Examiner may permit or direct the retesting of the Candidate on a specific station at the same test site. In this case, the original station test will be considered invalid, and the Candidate must test the station again. If the Candidate fails the station, retesting will be required at a test site on a future date.
- L. **National Registry of EMT Administered Examinations** - Practical examinations administered for issuance of certification by the National Registry of Emergency Medical Technicians (National Registry of EMTs) will be conducted in accordance with the policies and procedures established by that organization. Although the Office of EMS may participate in National Registry of EMTs examination administration and utilize the results of these examinations as the basis for issuance of certain state certifications, the Office has no authority to alter, amend or override the decisions of the National Registry of EMTs in regard to its issuance or denial of certification.